

CLASSIFICATION: ANTI-DISCRIMINATION INVESTIGATOR I

Class Code: 0175-21

Date Established: 06-04-99

Occupational Code: 7-5-5

Date of Last Revision: 07-23-13

BASIC PURPOSE: To conduct investigative work and prepare reports regarding allegations of discrimination in employment, housing and public accommodations as outlined in federal and state statutes to educate the public by answering telephone inquiries and by presenting workshops.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Interviews complainants and drafts discrimination charges meeting legal standards; determines whether or not Human Rights Commission has jurisdiction.
- Performs investigative work relating to a variety of discriminatory practices, including drafting investigation plans.
- Collects and maintains evidence and statistics; prepares court-worthy investigative reports for the use by the Executive Director.
- Designs interrogatories as well as investigative and auditing procedures for civil rights investigations and compliance review.
- Interrogates witnesses, complainants, respondents and other interested parties.
- Testifies at public hearings or in court as required.
- Reviews respondents' answers to interrogatories and supporting documentation.
- Conducts legal research, examining case law and past Commission decisions.
- Acts as a mediator to facilitate settlement of cases.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

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Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in fair employment practices, social work, pre-law, journalism, human resources or related experience. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Thorough knowledge of approved principles, practices and procedures of investigatory work. Knowledge of the United States Civil Rights Act of 1964, state anti-discrimination laws, Title VII (E.E.O.C.) compliance procedures, Title VIII of the Civil Rights Act of 1968 (Fair Housing), and the Americans with Disabilities Act. Knowledge of current anti-discrimination court decisions. Ability to compile evidence. Ability to demonstrate objectivity and fairness in dealing with complainants and respondents and/or their agents. Ability to provide clear and concise reports. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.